TRAINING COORDINATOR

OVERVIEW: As a Training Coordinator, you will have all the functions of an Employee (see Employee Help Files).

The Training Coordinator Role will allow the User to manage several of the Training Requirements of the Employees within the Training Group. They have two additional tasks on their Home Page, the Training Coordinator drop down list and the Training Request Management bar.

I. **Management Tasks**: By placing the mouse on the <u>Training Coordinator</u> link six management tasks will appear on a drop down list: Employee, Proxy, Record Correction, Reports, Roster-Group and Schedule Request. The drop down list will look similar to this:



A. <u>EMPLOYEE</u>: By clicking this link, a page will appear that will look similar to this:

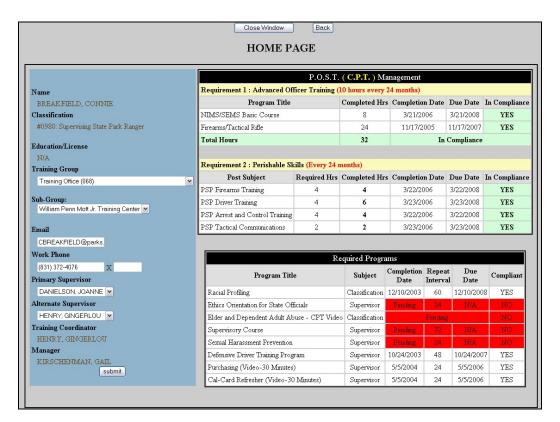
	Close Window
	Employees
P.O.S.T.	Search by name: search
	ALABCDEFGHIJKLMNOPQRSTUVWXYZ

1. This page allows the Training Coordinator to manage the training requirements for all Employees within the Training Group. To locate all Employees, click the All link or A-Z listing based on the last name. To search for a specific Employee, type their last name in the search by name box and click the link. By clicking the All link, a page listing all assigned Employees will appear. The screen will look similar to this:

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2. Home Page: To view the details of an Employee's Home Page, click the Employee's name. The Training Coordinator will be presented with a screen that will allow them to edit the Employee's contact information as well as their Training Group, Sub-Training Group and Primary and Alternate Supervisors. The screen will look similar to this:



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3. **Employee Training Record**: To view the Employee's Training Record, click the <u>View</u> link in the Training Record column. This screen will list all training programs and instructor hours that the Employee has completed. The screen will look similar to this:



a. Program Title: If a Training Request was completed on ETMS, the Program Title will link to the details of the Employee's Training Request. This page can be printed and included with the Travel Expense Claim for reimbursement. The screen will look similar to this:

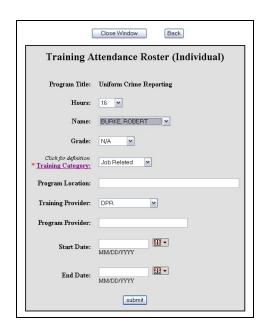


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4. **Training Roster**: To add a program to an Employee's Training Record, click the Add link in the Training Roster column. A list of all programs in the Training Catalog will be presented in an A-Z listing. The screen will look similar to this:



a. Click the <u>Submit</u> link in the Roster column and complete the required information and **submit**. The page will look similar to this:

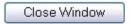


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b. If the program does not exist in the <u>A-Z</u> listing of the Training Catalog, the Training Coordinator has the ability to add the program to the Training Catalog. By clicking the <u>submit</u> link **Request to Add Program** screen will appear in a pop up window. Complete all required fields and **submit**. The screen will look similar to this:

	ogram
Type Out-Service V	
Program Title	
Program Little	
	~
Category	
Select	
Program Length	
Select Mours	
Repeat Interval N/A ~ Months	
P.O.S.T	
N/A V	
P.O.S.T Subject	
N/A ×	
Topics	
	Ø.
Description	

(1) Once you click the **submit** button, the request will be sent to the System Administrator for approval and inclusion into the Training Catalog. The screen will look similar to this:



Your request to Add a Program to ETMS has been submitted.
You will be receiving notification via e-mail once action has been taken.
If the training program is approved, you will need to log into the system to submit a
Training Request or Training Attendance Roster.

5. **Training Request**: To submit a Training Request for an Employee, click the <u>Submit</u> link in the Training Request column. This will display the current Training Catalog and a link to a list of programs that have been scheduled by DPR Training Groups. The screen will look similar to this:

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	Close Window	
	TRAINING CATALO	G
Request to add program [<u>SUBMII</u>]	Programs Provided by DPR Training Groups [<u>VIEW</u>]	Search by Program Title:
	[J] [K] [L] [M] [N] [O] [P] [Q] [R] [S] [T] [U] [V] [W] [X] [Y] [Z] [Other]

a. Programs Provided by DPR Training Groups: Click the <u>View</u> link to view the programs provided by DPR Training Groups. Training Coordinator can locate a program in the Training Catalog in an <u>A-Z</u> listing. The screen will look similar to this:



- (1) Click the <u>Program Title</u> link to view the details of the program from the Training Catalog.
- (2) In the Training Request column, the <u>Submit</u> link will give the User an **Out-Service Training Request Form** and the <u>View Schedule</u> link will give the User an In-Service Training Request Form.
 - (a) To submit an Out-Service Training Request, click the Submit link and the Out-Service Training Request Form will appear. Complete the required fields and click submit. The screen will look similar to this:

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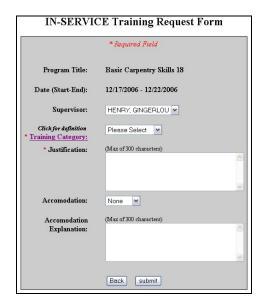


(b) To submit an In-Service Training Request, click the <u>View Schedule</u> link. If the program is currently scheduled on the Training Schedule, the date(s) for the program will appear under the Program Title. If **No Data** appears, the program has not been scheduled. The screen will look similar to this:



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[1] To sign up for the program, click the <u>Program Date</u> link and the **In-Service Training Request Form** will appear. Complete the required fields and click **submit**. The screen will look similar to this:

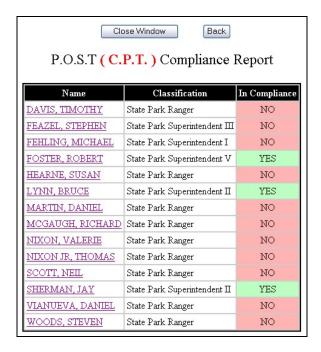


- c. If the program does not exist in the Training Catalog, the Training Coordinator has the ability to add the program (see Training Roster, Section b).
- 6. **P.O.S.T. Compliance**: To access the P.O.S.T. Compliance Report, click the Employee link within the drop down list, a page will appear that will look similar to this:

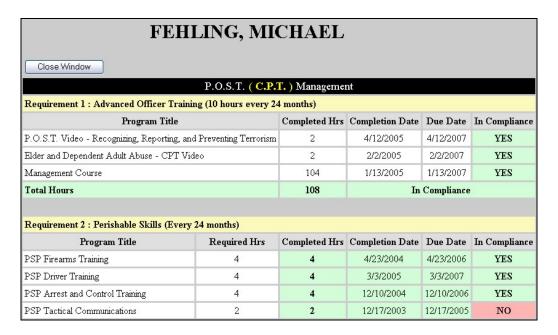


By clicking the <u>P.O.S.T.</u> link, a Compliance Report will appear for all State Park Peace Officers assigned to the Training Group and the status of their P.O.S.T. training. The screen will look similar to this:

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a. To see the specific details of an Employee's Compliance Report, click the Employee's name and you will be linked to their P.O.S.T. Management screen. The screen will look similar to this:



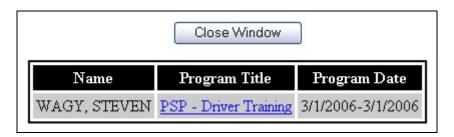
- B. <u>PROXY</u>: A Training Coordinator has the ability to assign another user to perform their function within the ETMS. A Training Coordinator is allowed only one Proxy at a time.
 - To activate a Proxy, do the following:
 - (a) Click the Proxy link in the drop down list.

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- (b) Select an Employee from the list and click **add**. This Employee is now the Proxy for your role.
- 2. The Proxy can be deactivated by the Training Coordinator or the Employee designated as Proxy. To deactivate, click the Proxy's name and click **Deactivate**.
- C. <u>RECORD CORRECTIONS</u>: Employees have the ability to request a correction to a program on their Training Record. The Training Coordinator will be notified via email of a pending Record Correction request and *Action Needed!* will appear under the <u>Record Correction</u> link. The screen will look similar to this:

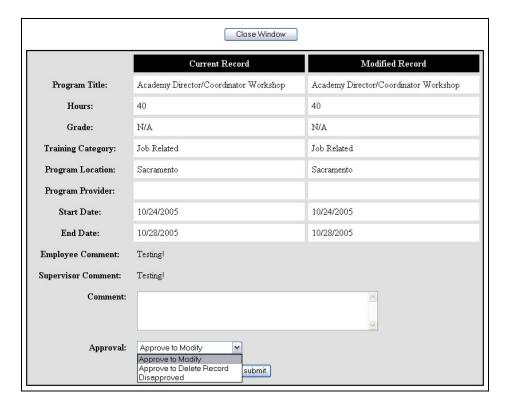


By clicking the <u>Record Correction</u> link within the Training Coordinator drop down list, a screen will appear that will look similar to this:



1. Click the link under the Program Title column. The screen will look similar to this:

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- a. **Current Record**: Displays the current Training Record.
- b. **Modified Record**: Displays the modified Training Record with Employee and Supervisor comment. The Training Coordinator has the final approval authority for all Out-Service Training Record Corrections. Include a comment and select the appropriate action from the drop down list and **submit**.
- D. <u>REPORTS</u>: This will allow the User to run certain standard reports for Employees within their Training Group. By clicking the <u>Reports</u> link within the Training Coordinator drop down list, a screen will appear with several standard reports. The screen will look similar to this:

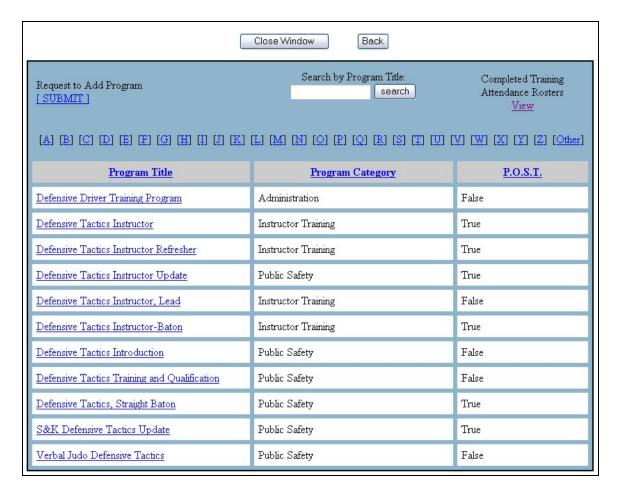


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E. <u>ROSTER-GROUP</u>: To submit a new Group Training Attendance Roster for a completed program, click the <u>Roster-Group</u> link. The screen will look similar to this:

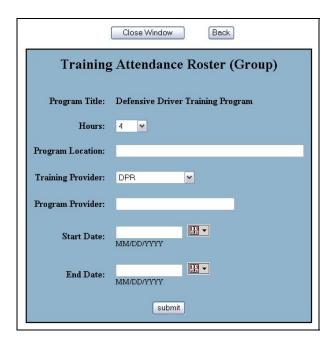
	Close Window Back		
Request to Add Program [SUBMIT]	Search by Program Title:	Completed Training Attendance Rosters <u>View</u>	
		U] [V] [W] [X] [Y] [Z] [Other]	
Program Title	Program Category	P.O.S.T.	

1. Locate a program by the <u>A-Z</u> listing or the search function. The screen will look similar to this:



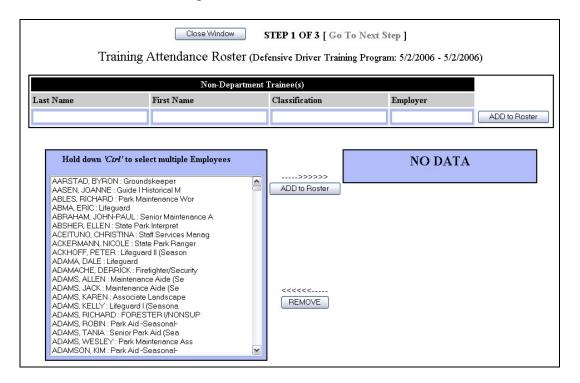
2. Click the <u>Program Title</u> link to bring up the Training Attendance Roster (Group). The screen will look similar to this:

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 Complete all required fields and submit. The screen will look similar to this:

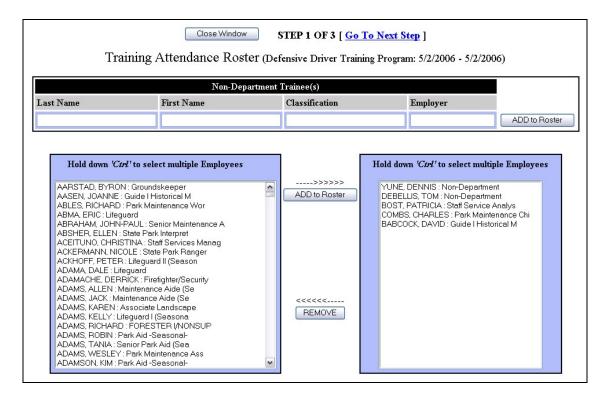
NOTE: The program will now be listed on your Completed Training Attendance Roster database.



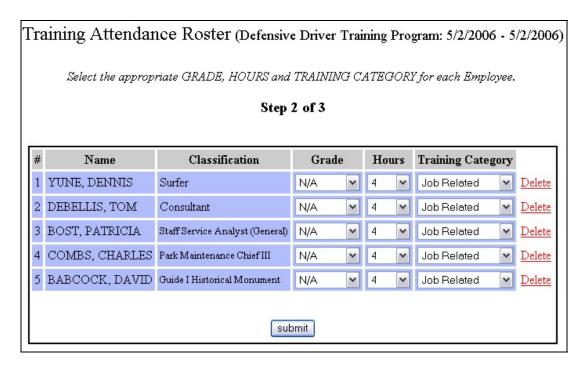
 Step 1: Select the Employees that attended the program and click ADD to Roster. To add non-Department Employees, complete all required fields and click ADD to Roster. To

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remove an Employee, highlight their name and click **Remove**. The screen will look similar to this:

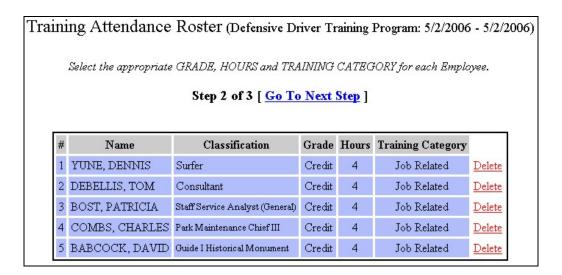


c. Once all of the Employees who have attended the training are added, click the [Go to Next Step] link to complete grade, hours and training category. The screen will look similar to this:

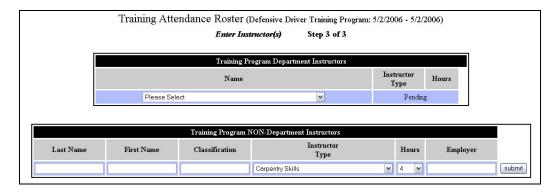


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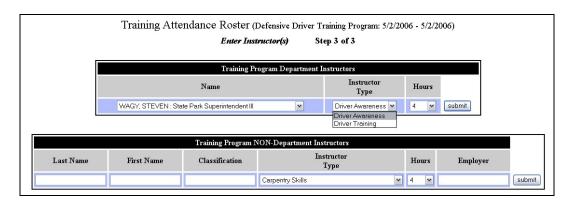
 d. From the drop down lists select the appropriate Grade, Hours and Training Category and **submit**. The screen will look similar to this:



e. Click the [Go to Next Step] link to select the Instructors and number of hours taught. The screen will look similar to this:

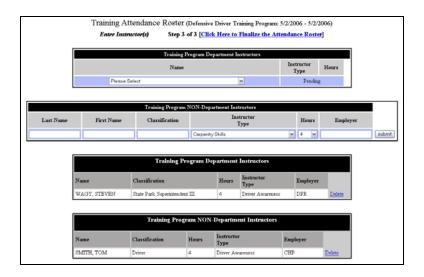


f. **Department Instructors**: By selecting a Department Instructor from the drop down list, a screen will appear that looks similar to this:

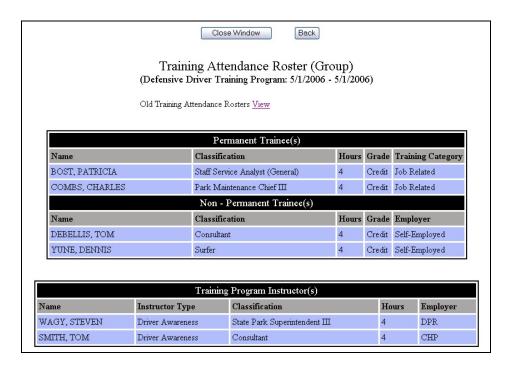


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- g. Wait for Instructor Type and Hours to load, then select and submit. Repeat this process to add additional Department Instructors.
- h. To add Non-Department Instructors, complete all required fields and **submit**. Repeat this process to add additional Non-Department Instructors. The screen will look similar to this:



 Click the [Click Here to Finalize the Attendance Roster] link to view the completed roster for this program. The screen will look similar to this:



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3. To access your Completed Training Attendance Roster database, click the View link. The screen will look similar to this:

Close Window Back Training Attendance Roster (Group) B C D E F G H I J K L M N O P Q R S T U V W X Y				
Program Title	Start Date	End Date	# of Trainees on Roster	
Academy Director/Coordinator Workshop	4/1/2006	4/6/2006	2	Add Trainee
Administrative Workshop	5/17/1993	5/19/1993	1	Add Trainee
Administrative Workshop	9/24/2001	9/26/2001	34	Add Trainee
Adobe Photoshop - Level I	11/19/2003	11/19/2003	1	Add Trainee
Adobe Photoshop - Level I	8/18/2003	8/19/2003	1	Add Trainee
Adobe Photoshop - Level I	9/1/2003	9/2/2003	1	Add Trainee
Adobe Photoshop - Level I	4/22/2004	4/23/2004	1	Add Trainee
Adobe Photoshop - Level I	2/4/2004	2/5/2004	1	Add Trainee
Adobe Photoshop - Level II	2/25/2004	2/26/2004	1	Add Trainee
Adobe Photoshop - Level II	4/26/2004	4/27/2004	1	Add Trainee

- a. **Program Title**: Click the <u>Program Title</u> link to view description from the Training Catalog.
- b. Start/End Date: Start/End date of the Program.
- c. **# of Trainees on Roster**: Shows the number of Trainees who completed the program.
- d. **Add Trainee**: By clicking the <u>Add Trainee</u> link, the Training Coordinator can add additional Trainees and Instructors to the Roster.
- e. **Delete Roster:** By clicking the <u>Delete Roster</u> link, the Training Coordinator can delete a roster if no Trainees have been added to the roster.
- 4. **Request to Add Program:** Click the <u>SUBMIT</u> link to add a program to the Training Catalog.
- F. <u>SCHEDULE REQUEST</u>: This will allow the Training Coordinator to request that a Training Program held by their Training Group be listed on the Training Schedule. Employees from other Training Groups will be able to submit an Out-Service Training Request to attend that program.

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 To submit a Training Schedule Request, click the <u>Schedule</u> <u>Request</u> link within the drop down list. The screen will look similar to this:

	IN-SERVICE TRAINING SCHEDULE REQUEST				
* <u></u>	Request to add Program [<u>SUBMIT</u>]				
Program Title	11550 Drug Recognition Course				
Start Date:	MM/DD/YYYY				
End Date:	MM/DD/YYYY				
Training Request Due Date :	MM/DD/YYYY				
Training Group :	Training Office (068)				
Comment :					
3.00	submit				

a. Complete all required fields and **submit**. Under Comment include all pertinent information that is required for an Employee to attend the program such as location, program agenda, required equipment, etc.

NOTE: To modify or cancel this program, contact the System Administrator.

- II. TRAINING REQUEST MANAGEMENT: To manage all Out-Service Training Requests for all Employees within their Training Group, a task bar called TC(Training Office (068)): IN-OUT(0) is located on their Home Page. There are two links that allow the Training Coordinator access to all In-Service and Out-Service Training Requests.
 - A. **In-Service Training Request**: By clicking the <u>IN</u> link, the Training Coordinator can view the status of all In-Service Training Requests for Employees within the Training Group. The screen will look similar to this:

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NOTE: The link defaults to the Pending In-Service Training Request.

- 1. [Pending]: This link displays all Training requests that are pending action.
- 2. [Approved]: This link displays all Training Requests that have been approved.
- 3. [Not Approved]: This link displays all Training Request thats have not been approved.
- 4. <u>Detail</u>: This link displays the Training Request details.
- Search by Employee Name: The Training Coordinator has the ability to view all Training Requests that have been submitted by an Employee. Select the Employee from the drop down list and click the <u>Search</u> link.
- 6. **Page**: Each page displays ten records at a time. To view additional records click on the page number link(s).
- B. **Out–Service Training Request**: By clicking the link, the Training Coordinator can view all Pending, Approved and Not Approved Training Requests. The screen will look similar to this:



NOTE: The link defaults to the Pending Out-Service Training Request.

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1. [Pending]: Displays all Training requests that are pending action by the Training Coordinator. The screen will look similar to this:



- a. <u>Detail</u>: This link displays the details of the Employee Training Request.
- b. **Approval Action**: From the drop down list in the Approval column, the Training Coordinator can Approve or Not Approve the Training Request. If Not Approve is selected, the Training Coordinator must provide a comment.
- c. Submit
- 2. [Approved]: This link displays all Training Requests that have been approved by the Training Coordinator.
- 3. [Not Approved]: This link displays all Training Request that have not been approved by the Training Coordinator.
- 4. **Search by Employee Name**: The Training Coordinator has the ability to view all Training Requests that have been submitted by an Employee. Select the Employee from the drop down list and click the <u>Search</u> link.
- 5. **Page:** Each page displays ten records at a time. To view additional records click on the page number link(s).

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